

ADMINISTRATIVE OFFICER

NATURE OF WORK

This is responsible administrative work participating in the overall direction and coordination of departmental functions.

Work involves responsibility for facilitating departmental management by performing a variety of administrative duties in order to relieve the department head of designated administrative responsibilities. Work includes developing improved methods and procedures for department operation; developing improvements in administrative planning and organization, work flow, reporting structures and cost controls; participating in the preparation and administration of the budget; preparing and submitting a variety of statistical and operational reports; and conducting research on assigned subjects and preparing reports based on findings. An employee in this class may act for the department head as required. Work is performed independently with work being reviewed by an administrative superior in the form of written reports and results achieved. Supervision may be exercised over subordinate staff.

EXAMPLES OF WORK PERFORMED

Examines existing departmental operations and recommends necessary improvements in administrative planning and organization, work flow, reporting structures and cost controls.

Compiles and calculates statistical data in the preparation and administration of the annual budget; reviews and approves routine budgetary expenditures.

Resolves routine departmental problems in accordance with established departmental policies and procedures.

Prepares and submits a variety of statistical and operational reports; conducts research on assigned subjects and prepares reports and makes recommendations based on findings.

Relieves department head of designated administrative duties pertaining to the operation of the department.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of the principles of management and organization.

Considerable knowledge of the principles, methods, and practices of municipal finance, budgeting and accounting.

Considerable knowledge of organizational and administrative policies and procedures.

Knowledge of research techniques, methods, and procedures.

Ability to analyze and interpret data and submit reports upon analysis.

Ability to analyze administrative problems and situations and to present appropriate facts and recommendations concisely in written or oral form.

Ability to establish and maintain effective working relationships with municipal officials, other employees and the general public.

Ability to communicate effectively both orally and in writing.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major course work in public or business administration or related field; and considerable experience in a responsible administrative or managerial capacity.

MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university with major course work in public or business administration or related field with experience in a responsible administrative or managerial capacity or any equivalent combination of training and experience which would provide the required knowledges, abilities and skills.

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